



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
**JOINT FORCE HEADQUARTERS**  
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**ARMY BULLETIN NO. 15**

**24 April 2006**

**MONTHLY FUEL REPORTS (USP & FO-SSD -MMB)**

**1. REFERENCES**

- a. DA PAM 710-2-1, Using Unit Supply System (Manual Procedures) dtd 31 December 1997
- b. DA PAM 710-2-2, Supply Support Activity Supply System: Manual Procedures, dtd 30 September 1998.
- c. AR 710-2, Supply Policy below the National Level, dtd 8 July 2005.
- d. AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive), dtd. 30 September 1993.
- e. AR 735-11-2, Reporting of Supply Discrepancies, dtd 6 August 2001.
- f. USPFO-NJ SIL Fuel Management Plan, dtd 1 April 2006.

**2. GENERAL**

This Fuel Management Plan for the New Jersey Army National Guard (NJARNG) prescribes the policies and procedures for Class III monthly reports.

**3. PURPOSE**

The purpose of the NJARNG Fuel Management Plan is to improve fuel management throughout the NJARNG.

**4. FUEL ACCOUNTING PROCEDURES**

- a. The control of the fuel consumed by organizations, units and activities of the NJARNG, is the responsibility of the organizational commanders. All fuel procured from the bulk facilities and commercial service stations by use of a credit card are chargeable to the appropriate unit's usage. Responsibility for the operation of the Army National Guard Bulk Fuel Facilities is assigned to the commander of the parent unit of the Field Maintenance Shops (FMS), Supervisors of the designated Surface Maintenance and Army Aviation Facilities.

b. Using Unit Control:

(1) The commander/responsible officer will designate, in writing, a responsible individual to maintain an audit trail of bulk fuel receipts and retail issues.

(2) Daily issues of bulk petroleum products will be recorded in ink on DA Form 3643. Issues of petroleum products are abstracted daily and recorded on DA Form 3644.

(3) Bulk petroleum receipts will be assigned a document number (normally the corresponding document number used on the request for issue), and posted as a receipt on DA Form 3643.

(4) Units, organizations and activities authorized bulk petroleum storage and dispensing facilities, will establish and maintain these records for all bulk petroleum products received for issue or use.

(5) At the end of each month, DA Form 3644 will be totaled, assigned a document number, entered in the document register, and total issues and receipts will be entered on the DA Form 4702-R (MBPAS).

## 5. INVENTORY

a. On the last day of each calendar month, physical inventory of bulk petroleum products will be performed for each type/grade of bulk petroleum stored. The last day of every month, water volume will be measures and subtracted form the measured volume of all petroleum products, regardless of the size of the tank or container. Monthly inventory must be recorded on DA Form 3853-1 (Image Gage Sheet)

b. A monthly Bulk Petroleum Accounting Summary, DA Form 4702-R, will be prepared to record data pertinent to the inventory. Use DA Form 4702-R to maintain records of monthly receipts, issues and inventory of petroleum products, and to adjust inventories. The DA Form 4702-R becomes the accounting record for petroleum products in using units, and at a minimum, will include:

Block #

1. Post, camp, or station: Unit name and Address
2. Property Account Number: Leave Blank
3. Period of Report: Reporting period i.e. FROM 1 Jan 06 TO 31 Jan 06
4. Stock Number: 9140-01-413-4919
5. Nomenclature: Diesel Fuel (Dyed)
6. Opening Inventory (block a): Physical Closing Inventory from previous month
7. Receipts (block b): Total gallons received
8. Issues (block c): How much fuel issued
9. Closing Book Balance (block d): Add lines a and b, then subtract c (Lines a + b-c)
10. Physical Closing Balance (block e): Actual reading of fuel i.e. dipping the stick
11. Monthly Gain /Loss (block f): Subtract line d from e (Lines d-e)

12. Maximum Allowable Gain/Loss (block g): Use OTHER FUELS, add a and b then multiply by .005 ( $a + b \times .005$ )

13. Remarks: i.e. Diesel fuel within the allowance of AR 710-2 or Diesel Fuel exceeding allowable level of AR 710-2 with loss of 20 gallons, causative research will be initiated. (A report of survey will only be initiated if value exceeds \$500.)

14. Name & Grade of Accounting Officer (block i), Signature (block j), Date (block k): Put name grade, signature and date of the finished report

15. Name & Grade of Approving Officer (block l), Signature (block m), and Date (Block n) leave blank.

c. Allowable Losses or Gains for Bulk Petroleum: Losses or gains for other petroleum products are allowable when not in excess of plus or minus one half of one of the total opening inventory plus the receipts for the period covered by the MBPAS. When the loss exceeds the allowance stated above, and the entire loss exceeds a value of \$500, a Financial Liability Investigation of Property Loss (DD Form 200) is required. When loss exceeds the allowance, but has a total value less than \$500, causative research will be initiated. A copy of these reports will be attached to the MBPAS as supporting documents.

## 6. MONTHLY REPORTS

a. Units are responsible for all petroleum issued to them for consumption.

b. Monthly fuel reports (DA Form 4702-R) are required to be submitted not later than the 5<sup>th</sup> day of the month following the reporting month.

c. Although the monthly report being submitted to the USPFO only consists of the DA Form 4702-R, the unit is still required to have all other reports/forms on file as indicated in AR 710-2 i.e. DA Form 3853-1 (Innage Gage Sheet), DA Form 3643, DA Form 3644 and the DA Form 4702-R.

## 7. VOYAGER MONTHLY REPORTS

### Voyager Credit Cards

(1) Requests for Voyager Credit Cards will be submitted by the unit, utilizing DA Form 2062, through corresponding administrative headquarters, to USPFO-SSD-MMB. NSN 9999-00-000-0023 will be utilized to request the cards. When additional cards are required, written justification must be submitted in memorandum format along with DA Form 2062. Upon expiration, new cards will not be issued until the old cards are turned in.

(2) Commanders will publish explicit guidelines for the use and control of credit cards. Credit cards will be in a locked container with restricted access. Credit cards will be issued

on a temporary basis only. Voyager Credit Cards are not authorized for use with GSA vehicles unless authorized by the G4 or J8.

(3) Credit cards are authorized for use when it is impractical to draw from available bulk fuel facilities, but purchases are restricted to fuel and oil products only. Prior to purchase, the vehicle operator will ensure that the credit card is accepted by the service station. At the time of purchase, the vehicle operator will also ensure that he receives a receipt for corresponding purchases from the service station.

(4) When a credit card is returned, the original credit card receipts will be turned in with the card. Write the purchasers name, rank and vehicle number on top of each receipt.

(5) At the end of the month all credit card purchases are to be recorded on DA Form 3644. For lost receipts, a memorandum will be attached to the DA Form 3644, stating that the receipts were lost. The reports are to be submitted no later than the fifth (5<sup>th</sup>) day of each month for the preceding month. Example; 1-31 January is due no later than the 5<sup>th</sup> of February. If you are on AT status when the report is due, then the report is due 5 business days after returning from AT. DA Form 3644 will be prepared as follows:

Block Number:

1. Post, Camp or Station: Enter unit designation and address.
2. Month: Example; 1-31 January 2006.
3. Voucher Number: Enter credit card number, Example; 86993 2673 000001 6
4. Date: Match the date with the receipt, 1 thru 31. If there is more than one receipt for the date you are allowed to change the date on the column to make sure that all the receipts are recorded.
5. MG: Annotate all MG (unleaded) under Issues (GALS) and annotate all \$\$\$ under MG Receipt (GALS).
6. JP: Annotate all JP (Jet Fuel) gallons under Issues (GALS) and annotate all \$\$\$ under JP Receipt (GALS).
7. DF: Annotate all DF (diesel) gallons under Issues (GALS) and annotate all \$\$\$ under DF Receipt (GALS).
8. Other: Annotate all OTHER gallons, Example; oil, transmission fluid under Issues (GALS) and annotate all \$\$\$ under OTHER Receipt (GALS).
9. Total: Leave blank.
10. Total GAL: Total the total gallons for MG, JP, DF or OTHER fuels under each separate column.
11. Signature of Accountable Property Officer: Signature of Commander, Administrative Officer, Senior Individual in charge of Unit/Activity.
12. Grade: Enter pay grade of Accountable Property Officer.
13. Posted to Stock Account By: Enter individual's name who submitted the report.
14. Date: Enter date the DA Form 3644 was completed.

8. All reports are to be forwarded to the USPFO-SSD-MMB. The original receipts must be turned in with the DA Form 3644 for the VOYAGER credit card(s). Faxes are authorized for the Monthly Bulk Fuel Reports (4702-R).

9. Point of contact is SSG BRIAN ELG, USP&FO-SSD-MMB at 609-562-0263.

OFFICIAL:



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